

Rules and Regulations for 2007 Ballfield Reservations

City of Atlanta Department of Parks, Recreation and Cultural Affairs
Office of Parks

General

Reservations for park ballfields may be made any time during the year on a first-come, first-served basis, except those fields reserved by lottery. Non-lottery reservations must be received no later than 14 days before the date requested.

League play is not allowed on Fridays, which are designated for leisure play only. Friday reservations will be available on a first-come, first-served basis without regard for time slots.

Please remember that no person shall play, practice or otherwise participate in any game, sport or other recreational activity except at or upon places designated for that game, sport or recreational activity.

Please note that ballfields may occasionally be unavailable to help prevent overuse and to allow for maintenance. The Department of Parks, Recreation and Cultural Affairs also reserves the right to cancel any activities on an athletic field during severe weather or inclement weather when it is determined that conditions may cause harm to participants or damage to the field.

Dates and Times Available for League Play

Ballfield reservations are available everyday except Friday. Available times may change seasonally. Please see *Times Available for 2007 League Play* in Appendix 1 of the application package.

Spring softball league dates can be booked for March, April and May.

Summer softball league dates can be booked for June, July and August.

Fall softball league dates can be booked for September, October and November.

Rugby can be scheduled from November through December and January through March at Walker Park and South Bend Park, every day except Friday.

Soccer can be scheduled year round at Walker, Benteen, South Bend, and Maddox Parks, every day except Friday.

The Ballfield Lottery

Due to the heavy volume of requests for the ballfields at **Frankie Allen, Walker, Benteen, Shady Valley and South Bend**, reservations for these ballfields will be determined by lotteries to be held at 10:00 a.m. on the following dates:

February 21 (for spring league play)

April 18 (for summer league play)

July 18 (for fall league play and winter rugby and soccer leagues).

The requester or authorized representative must be present for the drawing related to his or her application. For ballfields subject to the lottery, **the deadline for submitting an application is 5:00 p.m. one week before the date of the lottery.** Please note that the Piedmont Park ballfields will not be available for reservations until February 2007.

Multiple lottery drawings will be held until all requested time slots are awarded. To help ensure equitable allotment of days and times, leagues will be awarded a maximum of **three weekday reservations per week**, which must be on non-consecutive days, **plus a maximum of two weekend reservations per week.** If any time slots remain unclaimed after the lottery, then the City of Atlanta may increase the number of reservations permitted under this plan.

Once the drawings are complete, the Reservationist will notify applicants concerning the dates and times awarded, fees and due dates. Applicants will have fourteen days from the date of notification to submit all required fees. The Reservationist will issue a permit once the fees have been received. Failure to submit fees in a timely manner may result in forfeiture of the reservation. To receive a refund for cancellations, the reserving party must give written notification to the Reservationist thirty days in advance of the reserved date(s). A fee schedule and list of ballfields that may be reserved are included with our **2007 Ballfield Reservation Application.**

Notice Regarding Documentation

The City of Atlanta reserves the right to require a requesting party to present documentation that supports information presented in the Ballfield Reservation Application. Documents submitted will be returned after our review. Requested documentation may include but is not limited to the following:

- Incorporation documents issued by the Georgia Secretary of State
- By-laws of the organization
- A listing of all officers and the board of directors
- Documentation from the IRS granting non-profit status to the applicant or organization
- A statement of the organization's rates, fees, assessments and/or other charges
- A complete membership roster, including contact information (phone numbers, addresses, and email addresses)
- A listing of the organization's activities other than games or practices held at our sites